



Official Payments Credit Card Gateway Configuration

Required information:

Prior to configuration the Official Payments gateway it's assumed an established Official Payments account and banking transaction system has been established.



Additionally, the following required information must be obtained from your campus Official Payments administrator:

1. **Client Identifier**
2. **Product Identifier**
3. **Data Element Name**

Should look something like this:

Client Identifier	333210102828954429701229217708675142
Product Identifier	22614548241702775477554127706951749
Data Element Name	cde-Uniqid-0



Step 1 – Configure Official Payments

From Control Center Select:

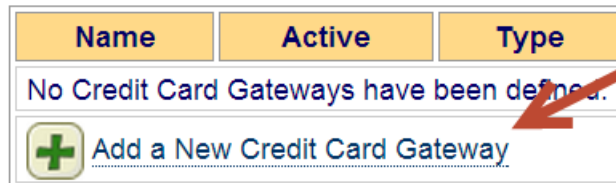
1. Payments - Credit Card Gateway



Credit Card Gateways

These are the Credit Card Gateways currently in the system. You may edit an existing one or create a new one.

2. Add a New Gateway



3. Click on Official Payments





New Official Payments Credit Card Gateway Configuration :

New Official Payments Credit Card Gateway

General

Name	<input type="text"/>	<input checked="" type="checkbox"/> Active
Gateway Flat Fee	<input type="text" value="0.00"/>	
Gateway Percentage Fee	<input type="text" value="0.0%"/>	
User Flat Fee	<input type="text" value="0.00"/>	
Minimum Deposit	<input type="text" value="5.00"/>	
Maximum Deposit	<input type="text" value="25.00"/>	
User Agreement URL	<input type="text" value="NONE"/> <small>Enter the word NONE if you do not require users to accept a user agreement.</small>	

Gateway

Environment	<input type="text" value="Testing"/>	
Client Identifier	<input type="text"/>	
Product Identifier	<input type="text"/>	
Transaction Timeout	<input type="text" value="180"/>	<small>Enter the amount of time to wait for a transaction to complete in seconds.</small>
Data Element Name	<input type="text"/>	<small>Name of the custom data element implemented as part of the client setup with Official Payments.</small>

Name: Enter a user friendly name to help identify the gateway.

Gateway Flat Fee: The value entered here is added to the transaction total and is calculated along with the Gateway Percentage Fee and is used to offset charges incurred from using Official Payments Gateway service.

Gateway Percentage Fee: The value entered here is added to the transaction total and is calculated along with the Gateway Flat Fee and is used to offset charges incurred from using Official Payments Gateway service.

User Flat Fee: The value entered here is added to each successful transaction and is typically used by the GoPrint host to compensate offering the credit card services.

Minimum Deposit: The value here sets the minimum amount allowed for a transaction. (before the fees listed above are taken into account).

Maximum Deposit: The value here sets the maximum amount allowed for a transaction. (before the fees listed above are taken into account).



Environment: Select Production for a Live environment or Test during a testing phase.

User Agreement URI: This is an optional link. The user agreement is a custom page created by the institution and visible on the Internet. Select NONE if an agreement doesn't exist.

Client Identifier: Provided by your Official Payment administrator

Product Identifier: Provided by your Official Payment administrator

Data Element Name: Provided by your Official Payment administrator

Click the **Save** button to save any changes

Step 2 - Configure Quota Payment Method

The credit Card gateways must be associated with a User Class. To do so select:

Accounts – Class Definitions – Default User Class

Important: Credit Card Gateways function ONLY with a Quota purse

Check Quota

Purse Name: establish a user-friendly name

This name will be visible to the end-user when selecting their purse at the web client. It will also be used to identify the purse type for administrators when generating reports.

Click Save

Home > Class Definitions

Default User Class

Class Type USER
The USER class type is used to define purses. Users can be members of one of which define one or more purses. Purses are the unique combination of Class and represent accounts at the transaction level for proper accounting treatment.

Class Name Default User Class

Pay Methods
Mark the Pay Methods that you want to allow for this class and

Type	Purse Name
<input checked="" type="checkbox"/> Quota	Credit Card Printing Funds
<input type="checkbox"/> Allowance	



Step 3 – Associate the Credit Card Quota Purse at a PayPoint

Return back to the Control Center Home page and navigate down to the PayPoint section and select the Pencil icon next to your PayPoint.

1. Select the PayPoint Financial tab:
2. Check Default User class - Quota purse (or the name given to your purse)
3. Add Value Option: select Credit Card to Quota

 **Note:** If not selected, the Credit Card Add Value **button** will not appear at the web client.

Default Properties

General Financial Prompts Messages

ACL Permissions

Allowed Purses

Default User Class - Allowance

Default User Class - Credit Card Printing Funds (Quota)

Payment Connector Quota Connector is Automatic

Add Value Option Not Allowed

Add Value Instructions Not Allowed Instructions Only Credit Card

Credit Card to Quota

4. Add Value Instructions: Add an optional customize message to inform users.

Ex: Purchase print funds with your credit card

Home

Default Properties

General Financial Prompts Messages

ACL Permissions

Allowed Purses

Default User Class - Allowance

Default User Class - Credit Card Printing Funds (Quota)

Payment Connector Quota Connector is Automatic

Add Value Option Not Allowed

Add Value Instructions Purchase printing funds with your Credit Card

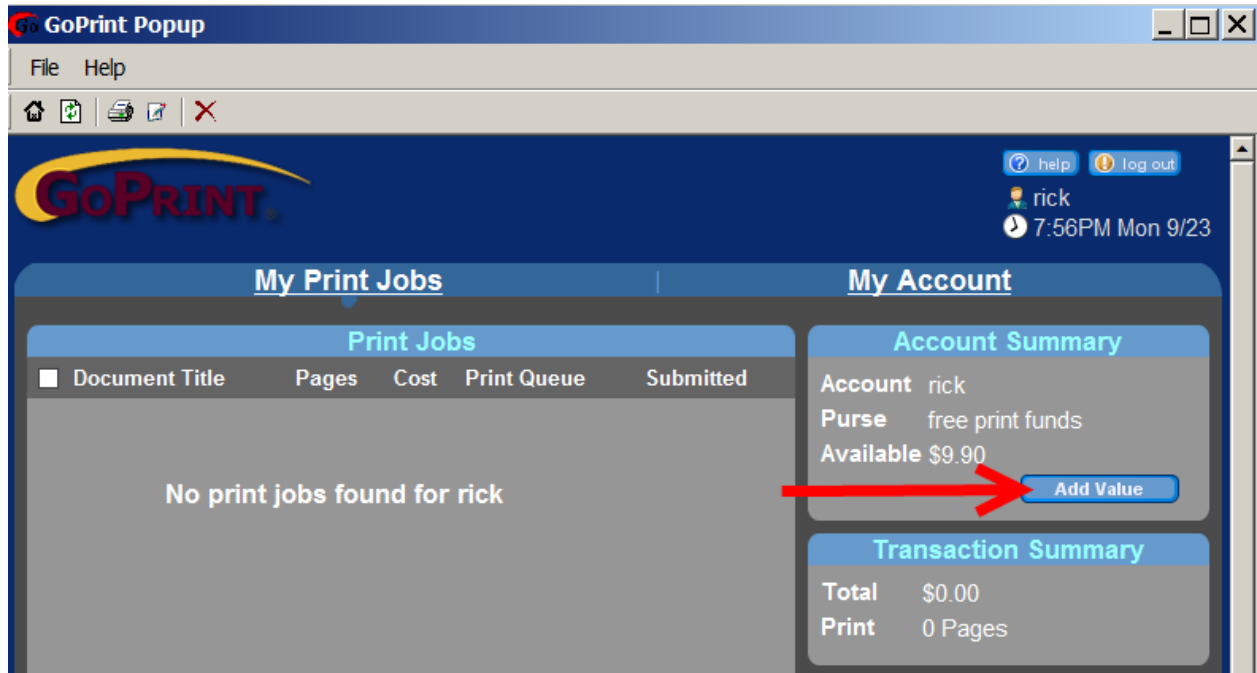
Your Official Payments Credit Card Gateway is now ready!



How it works!

Adding Funds at the Web Client Popup

Step 1 - To add funds, the user logs in to the Web Client and clicks the ADD VALUE button:





Step 2 - The user enters the amount of print funds they will like to purchase and the corresponding credit card data and click Continue:

My Print Jobs | My Account

Credit Card Deposit

Deposit to free print funds

Amount You may deposit between 2.00 and 25.00.

Card Number First Name

Expiration Date Last Name

Security Code Address
Last 3 digits on back of card.





City

State

Zip

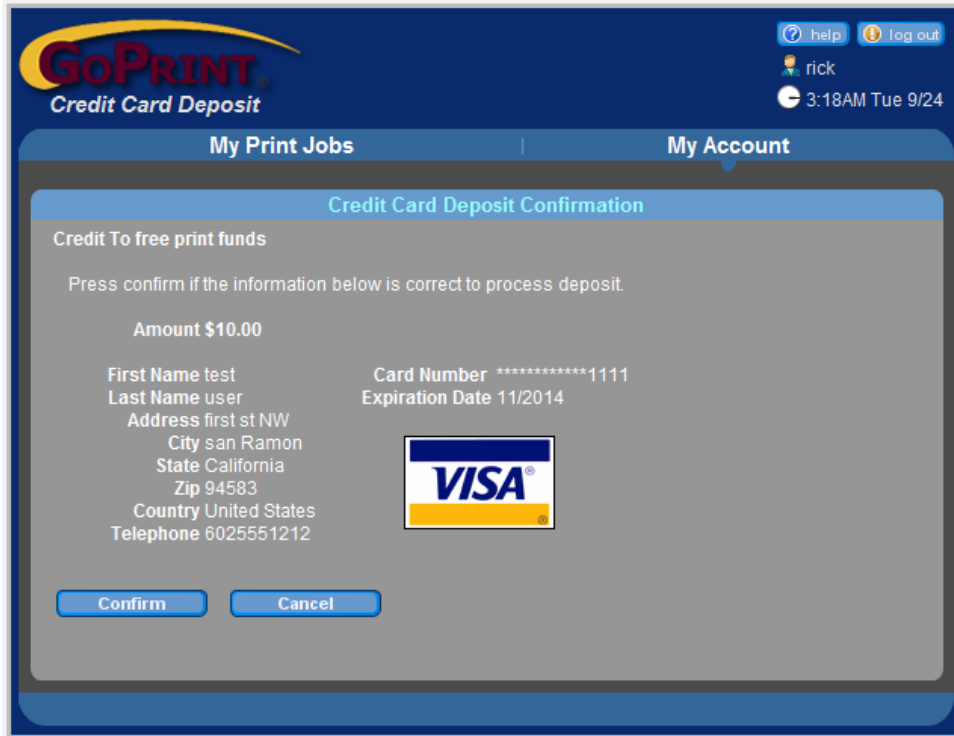
Country

Telephone

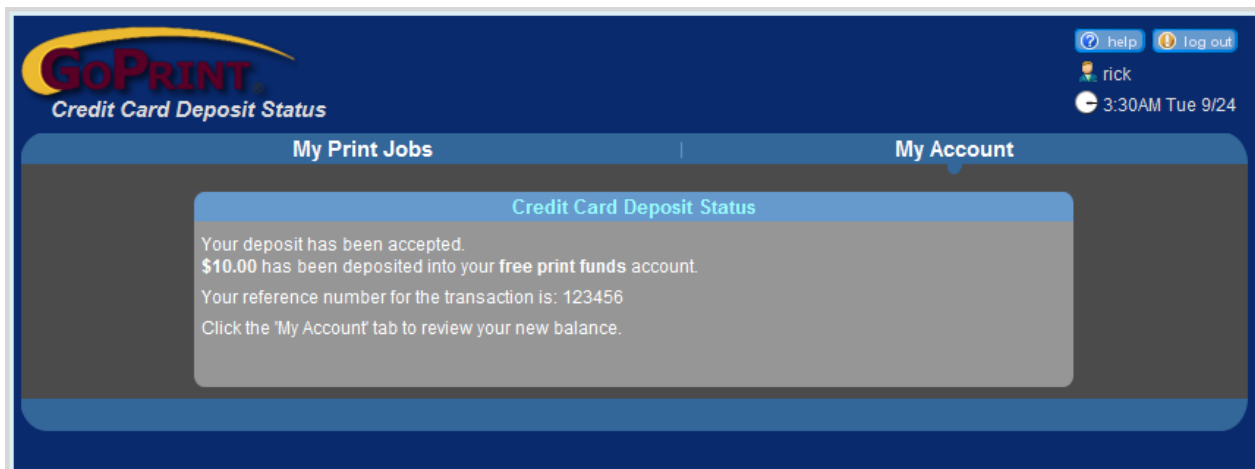




Step 3 - Users are prompt to confirm their deposit and click Confirm



If successful, a confirmation is sent to the GoPrint GTX server confirming the transaction and the amount is deposited into the users Quota account.





Step 4 - User confirms the deposit directly from the Web Client by navigating to My Accounts – Transaction History

My Print Jobs | **My Account**

Account		Balances		
User ID	rick	Purse	Balance	Credit Available
Name	Tadra, rick	free print funds	\$19.90	\$0.00
Email	rtadra@gmail.com			
Add Value				

Print Job History		Discarded Job History		Transaction History	
Tran No	Tran Date	Purse	Note	Debit	Credit
407	09/24 03:30AM	free print funds	Credit Card Deposit posted by rick		\$10.00




Admin Management

System Cashiers can confirm the status of transactions by viewing a user's profile or from one of the credit card transaction inquiry reports.

Users Profile

1. Navigate to Accounts – Manager Users
2. Search for a User
3. From the search results, click on the users name
4. Select the Transaction tab

 **Account Properties for rick**
This screens allows you to edit the account for rick, including class memberships which define the account's permissions and purses. Print job and transaction history is also viewable here.

Account Member Of Print Jobs
Mobile Transactions Login History

Related Activities
[Create a new account](#)
[View Transactions](#)

Transactions
Days: 7 30 60 90 120 150 180 365
Purse:
Records Per Page:
Find Transactions

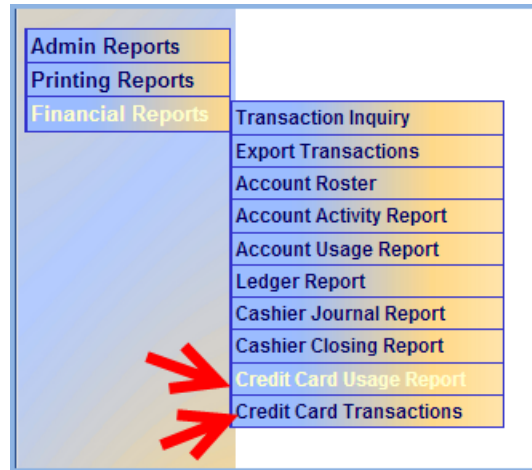
3 transactions for rick in last 7 days

Tran #	Tran Date	Purse	User	Note	Debit	Credit
407	2013-09-24 03:30:50	Default User Class - free print funds (Quota)	rick	Credit Card Deposit posted by rick		10.00
402	2013-09-23 18:21:58	Default User Class - free print funds (Quota)	rick	Quota User Payment for user posted by rick	0.10	
378	2013-09-20 12:09:35	Default User Class - free print funds (Quota)	rick	Quota Cashier Deposit for new posted by rick		10.00



Credit Card Transaction Reports

1. Credit Card Usage
2. Credit Card Transactions



Credit Card Usage Report shows both completed and Failed Transactions

Credit Card Usage Report				
null Credit Card Transactions				
Account ID	Gateway Reference	Date	Deposited	Total Amount
rick	1	9/24/13 3:20 AM	0.00	10.00
Totals for null transactions :			\$ 0.00	\$ 10.00
Completed Credit Card Transactions				
Account ID	Gateway Reference	Date	Deposited	Total Amount
rick	123456	9/24/13 3:30 AM	10.00	15.00
Totals for Completed transactions :			\$ 10.00	\$ 15.00



Credit Card Transactions shows transactions by User

Credit Card Transactions

Start Date: 09/24/2013 12:00 AM End Date: 09/24/2013 11:59 PM

Transaction #:

Account: rick

CC Tran #	User	Date	Status	Gateway Reference Number	Gateway Messages	Amount	
20	rick	2013-09-24 03:20:04	Error	1	Error: Input fee does not match calculated fee 500	\$10.00	<input type="button" value="Details"/>
21	rick	2013-09-24 03:30:48	Completed	123456	Payment ID: 8316931563496742775777928781926440	\$10.00	<input type="button" value="Details"/>

Clicking the Detail button displays the transaction totals.

Credit Card Transaction Details

Account: rick
Purse: free print funds
Date: 2013-09-24 03:30:48
Pay Point: main campus
Payment Source: main campus
Processing Status: Completed
CC Transaction #: 21
GL Transaction #: 407
Gateway Reference Number: 123456
Gateway Messages: Payment ID: 8316931563496742775777928781926440
Approved By: Student CC
Card Type: Visa
Last Four Digits: 1111
Amount Credited: \$10.00
Amount Collected: \$15.00



Test Mode

Pick a name for the Official Payments Gateway, set the following values (important, all must match!) and leave everything else default.

User Flat Fee

Minimum Deposit

Maximum Deposit

Environment Testing

Client Identifier 533210182828954429701229217708675142

Product Identifier 52614538241702775477554127706951749

Transaction Timeout 180

Data Element Name cde-Uniqid-0

Test Credit Card Numbers

VISA: 4111-1111-1111-1111 – CVV code 123

MasterCard: 5555-5555-5555-4444 - CVV code 123

Discover: 6011-0000-0000-0012 – CVV code 123

American Express: 3700-000000-00002 – CVV code 1234

Visa Debit: 4011-1900-7007-0071 – CVV code 123

MasterCard Debit: 5102-5074-0000-0006 – CVV code 123

Expiration date may be any future month or year